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November 1, 1962

EXCOM DISTRIBUTION

I. All key messages (as designated by S/S) should go to members of the Executive Committee, often as Eyes Only messages, via fastest possible means.

II. Where appropriate, messages will be transmitted electrically.

A. On outgoing messages which should be distributed to members of the Executive Committee, ensure that the following phrase is in the left hand margin: "Executive Committee Distribution." DC/T will then make such distribution electrically.

X H B. For incoming messages, S/S will decide from the advance copy whether a specific incoming telegram should be electrically distributed to the Executive Committee. If the relay should be made, S/S will call the CWO and request that the message be relayed to the Executive Committee. In these instances, the body of these messages will be preceded by the following slug: "Following is text of message being passed to all members of Executive Committee:" DC/T will indicate on the mat that copies have been so passed.

C. Addressees and relevant information on transmission are as follows:

(1) White House messages are passed by KW-26 to the Situation Room adjacent to Bundy's and Smith's offices.

(2) Vice President. Pending installation of KW-26 equipment in proximity to Vice President, messages should be hand-carried by messenger to Mr. Walter Jenkins, Executive Office Building, Room No. 274. When he is available Mr. Skiff (x4371) will take such messages to the

DEPARTMENT OF STATE A/CDC/MR

REVIEWED BY M. J. F. /barky DATE 6/12/68 BY 100-1000
 RELEASE DECLASSIFY EXCISE DECLASSIFY in PART DENY Non-responsive info.
FOI, EO or PA exemptions

Vice

TS authority to:
 CLASSIFY as _____ OADR ~~CONFIDENTIAL~~ D 0 S 2 1 1 4
 DOWNGRADE TS to () S or () C. OADR

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Vice President. Messages should be retransmitted under cover of an informal memorandum stating that the message is being passed to all members of the Executive Committee.

(a) S/S will arrange deliveries of Eyes Only traffic.

(b) S/S-O will screen outgoing and incoming telegrams and pull copies for the Vice President and arrange speedy delivery of all telegrams which have been passed electrically to other members of the Executive Committee.

(3) Department of Defense messages are passed by KW-26; they go from DC/T to Army Crypto Center in the Pentagon to Staff Communications to the Office of the Secretary of Defense. Messages for Defense should carry the additional slug "For Direct Delivery to SecDef." With this slug, 7 copies will be made and all copies delivered to the Military Assistant to Secretary McNamara (Brig. Gen. George Brown, x55261 or Col. Sidney Berry, x55261); distribution will be made as follows: 1 - Secretary of Defense, 1 - Deputy Secretary of Defense, 1 - ISA-Nitze, 1 - Chairman of JCS, 3 - held by General Brown.

(4) Secretary of Treasury. Messages are passed by KW-26; they go from DC/T to the communications complex in Treasury Department, Room 2049C. Secretary Dillon is located in Room 3330. A Coast Guard watch officer is on duty 24 hours. He notifies Secretary Dillon's Special Assistant, FSO-William Turpin, when a message is to be delivered. The message is immediately dispatched to Turpin. Turpin then screens it for Secretary Dillon. After hours, messages are carried to Turpin whether he is in the building or at his home in Alexandria. He takes them to Secretary Dillon who lives on Massachusetts Avenue near the Mosque, which is about a thirty minute drive in nonrush hour.

(5) Attorney General. Messages are passed by KW-26. The KW-26 is located in Room 6325 in the communications complex. The Attorney General is located on the

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floor below in Room 9115. There is a 24-hour watch on the KW-26 by Air Force personnel. When a message is received it is delivered to the communications supervisor located about 50 feet from the system. He then takes it to the Attorney General's office where it is handed to Mr. Andrew Ohmann, who is the Assistant to the Attorney General. In Mr. Ohmann's absence it is handed to Miss Angela Novello, Code 187-2001. Mr. Ohmann or Miss Novello deliver it to the Attorney General. In the absence of the Attorney General from the Department of Justice, they call the White House for a courier. The courier takes it to the Attorney General. At night the communications supervisor calls the White House for a courier, and the courier delivers it to the Attorney General.

(6) Director, CIA. Messages are passed by KW-26 to the CIA Communications Center.

III. Within State, Executive Committee messages go, as the basic block, to:

Secretary
Under Secretary
G - Mr. Johnson
S/AL - Ambassador Thompson

IV. In case of unusual urgency, brief memoranda and draft telegrams may be transmitted electrically to members of the Executive Committee (copy to be separately provided to the Vice President, as indicated above). Such transmissions should clearly indicate, by a caption at beginning of message, the nature of the message (e.g. FOLLOWING IS TEXT OF DRAFT TELEGRAM TO BE DISCUSSED AT MEETING OF EXECUTIVE COMMITTEE, 10 a.m., OCTOBER 24).

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Add to para 3, page 2:

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Where subject matter of telegram being passed is "sensitive" - i.e., is Eyes Only and closely held, ask DC/T to indicate "SENSITIVE" as on additional opening slug on message passing telegram to Defense.

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